Classification
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150035-3

REPORTS INVENTORY

CONTROL NO. SRB 112A

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.): 112A SI DUE BY SD

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [✓] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [✓] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 4

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): CP-O

8. ADP PROCESSING: [ ] YES [ ] NO; IF YES GIVE ADP PROCESSING NO.: P-1125

10. PREPARING COMPONENT (Include lowest level contributing information to report): OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): FORM 1160 & FORM 560

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.57		2.40		12		28.80

B. COSTS OF COMPUTER PRODUCED REPORTS

			3.84	12	46.08

TOTAL COSTS PER YEAR: $74.88

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used to project the A Number and cost of PSIs to A CAREER SERVICE. It is only used by OBGI currently and it is planned to put this report on a request basis

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT: [ ] RETAIN AS IS [ ] CHANGE [ ] DISCONTINUE [ ] OTHER (explain)

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS
6.8	74.88

STAT

16. DATE OF INVENTORY: 26 OCT 1970

ATION

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FORM 112

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(22-36-43)

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Tab A

Savings Through Net Reductions in the Number of Machine Produced Listings

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